

PHP School Management System  
Complete management software for school

User manual

copyright 2015 PhpSoftwares. All rights reserved.

<http://www.phpsoftwares.com>

## INSTALLATION

1. Upload the downloaded zip file to your server in the public\_html directory.
2. Extract the zip file
3. Create a new database from your server mysql.
4. Create user to the database and link the database to the user.
5. Open the file database.php from the directory yourfolder/application/config/database.php
6. Fill up this information with your database hostname, database username, database password, database name respectively which you have created in the previous step.
7. Now from server phpmyadmin go to your database. Select import and choose the file install.sql located in yourfolder/database/blank\_db.sql (demo\_db.sql for demo database)
8. And you are ready to go now to browse the application.
9. Default admin credentials  
Email: admin@admin.com  
Password: admin

## Index of Contents

### (A) Admin Panel

- ~ Managing User accounts (teacher, student, parent)
- ~ Managing classes, subjects
- ~ Managing class routine
- ~ Managing exam, grades
- ~ Managing exam marks
- ~ Sending exam marks via sms
- ~ Managing students attendance
- ~ Managing accounting, income & expenses
- ~ Managing school events
- ~ Managing library, dormitory, transport
- ~ Messaging between other users
- ~ Managing system settings (general, sms, language)

### (B) Teacher Panel

- ~ Managing students
- ~ Managing exam marks
- ~ Provide study materials/files to students
- ~ Managing attendance

### (C) Student Panel

- ~ Get class routine
- ~ Get exam marks
- ~ Get attendance status
- ~ Get study materials / files from teacher
- ~ Get payment invoices, pay online

- ~ Communicate with teacher

(D) Parent Panel

- ~ Get children marks
- ~ Get children payment invoices
- ~ Get children class routine
- ~ Messaging with teachers

ADMIN PANEL

DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

MANAGING STUDENTS

Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

Admit Bulk Students

- From navigation go to student > admit bulk student
- Download the blank Excel file
- Fill up the informations
- Select class
- Upload the filled up Excel file
- Save

Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections.

Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

MANAGING TEACHERS

- From navigation go to teacher
- Here you can see the list of teachers of your school in a tabular form
- To add a new teacher, click the top right button named add new teacher and fill up the informations and save
- For editing or deleting a teacher information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting

## MANAGING PARENTS

- From navigation go to parents
- Here you can see the list of parents of the students of your school in a tabular form
- To add a new parent, click the top right button named add new parent and fill up the informations and save
- For editing or deleting a parent information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting

## MANAGING CLASSES

- From navigation go to class > manage classes
- Add new class and assign a teacher for each of them
- View the classes in a tabular form
- Edit and delete class informations

## MANAGING CLASS SECTIONS

- From navigation go to class > manage sections
- Add new class section for a class and assign a teacher for each of them
- View the class sections in a tabular form class wise
- Edit and delete class section informations

## MANAGING SUBJECTS

- From navigation go to subject
- If you have already added classes then under this you will see a list of the classes added. If you haven't created classes, please create class first
- Here you can see the subjects class wise
- Add or edit or delete subjects

## MANAGING CLASS ROUTINE

- From navigation go to class routine
- View all the class routines in accordion
- Add class routine
- Click on the subject name on routine to edit and delete

## MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes



## MANAGING EXAMS

### Exam list

- From navigation, go to exam > exam list
- Add an exam for all
- Edit and delete exam

### Exam Grades

- From navigation go to exam > exam grades
- Add exam grades as per the requirements of your institution
- Edit or delete exam grades

### Manage exam marks

- From navigation go to exam > manage marks
- Select exam, class and subject and click manage marks for changing or updating marks
- That will bring up the form for updating the students marks for that particular subject
- Enter the marks and click update

### Send exam marks by SMS

- From navigation go to exam > send mark by SMS
- Select exam and class and receiver (students/parents)
- Click the button named send mark via SMS
- That will send SMS with the marks for that exam you have selected if a SMS service is already activated

## MANAGING PAYMENTS

- From navigation go to payment
- Add invoice and take manual payment multiple time under the same invoice
- If a payment is due, then an option will be there for taking the payment in the action button of the table that contains the list of all the invoices with the basic informations
- Edit or delete invoice

## ACCOUNTING

### Incomes

- From navigation, go to accounting > incomes
- Here you can see all the incomes for your school that means students fees in a tabular form with their payment time and amount

### Expenses

- From navigation, go to accounting > expenses
- Add expenses for the school
- Edit or delete them

### Expense category

- From navigation, go to accounting > expense category

- Add expense category
- Edit or delete them

#### MANAGING BOOKS

- From navigation go to library
- Add books
- Edit or delete them

#### MANAGING TRANSPORTS

- From navigation go to transport
- Add transport informations
- Edit or delete them

#### MANAGING DORMITORY

- From navigation go to dormitory
- Add / edit / delete them

#### NOTICEBOARD

- From navigation go to noticeboard
- Add / edit / delete them
- For sending the notice to all as SMS, select yes while creating the notice
- This will send SMS to all users about that notice

#### PRIVATE MESSAGING

- From navigation go to message
- Admin can send message to all users
- For sending a message, select user and type the message and click send
- You can also see all the messages sent to you or sent from you

#### SYSTEM SETTINGS

- From navigation go to settings > general settings
- You can change basic system settings here and also can select language
- You can also upload logo from here

#### THEME SETTINGS

- From navigation go to settings > general settings
- On the right of the page there is a panel named theme settings
- You will find several skin options for your application
- Select your desired one to make changes

## SMS SETTINGS

- From navigation go to settings > sms settings
- Here you will find 2 SMS services, one is Clickatell and another is Twilio
- You have to activate a service first
- Then put the necessary informations for a service
- Visit <https://www.twilio.com/user/account/settings/international/sms>

## LANGUAGE SETTINGS

- From navigation go to settings > language settings
- Change phrase or add new phrase for a particular language
- Add new language

## ACCOUNT SETTINGS

- From navigation go to account
- Change basic account informations
- Update your password
- Change profile image

## TEACHER PANEL

### DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

## MANAGING STUDENTS

### Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

### Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections.

### Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class



## STUDY MATERIALS

- From navigation go to study material
- See the study materials uploaded
- Add new study material
- Edit / Delete them

## MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes

---

## STUDENT PANEL

### DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance. Dashboard also holds a calendar for showing events.

### CLASS ROUTINE

- From navigation go to class routine
- View the class routine of the logged in student

**[www.FreePHPSoftwares.com](http://www.FreePHPSoftwares.com)**

---

## EXAM MARKS

- From navigation go to exam > manage marks
- Select exam and subject
- See the mark for the selected exam in the selected subject

## STUDY MATERIALS

- From navigation go to study materials
- See all the uploaded study materials for your class
- Download the material

## PAYMENT / PAY WITH PAYPAL

- From navigation go to payment
- See the list of invoices
- Pay online with paypal for the unpaid invoices

#### COMMUNICATE WITH TEACHERS / ADMIN

- From navigation go to message
- Send new message to teachers and admin
- Get the sent messages to you

---

#### PARENT PANEL

##### DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

##### CHILDREN MARKS

- From navigation go to exam marks
- See the marks of your children individually
- One parent can have multiple children

##### PAYMENTS

- From navigation go to exam > payment
- View the invoices of your children individually
- Make payment via Paypal online

##### CLASS ROUTINE

- From navigation go to class routine
- Get the class routine for each of your child separately

##### MESSAGING

- From navigation go to message
- Send messages to teachers and admin
- Get the messages sent to you.

